
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DIRECTORATE OF ADMINISTRATION

INFORMATION REVIEW STAFF

(Established 13 January 1975)



Interim RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule No. 37-75 for the Information Review Staff, DDA is approved and implementation of the disposition instructions contained therein is authorized. This schedule is developed partly from the transfer of records from the RC Schedule No. 30-73, Item 1a and 1b. The IRS was established effective 13 January 1975. It was formerly the Classification Programs Branch (CPB) of the Information Systems Analysis Staff (ISAS). CPB was developed as a new branch of ISAS effective 2 August 1973.

Prepared and Reviewed:

STATINTL [REDACTED] 2 April 75
Records Administration Branch/ISAS Date

Concurrence:

STATINTL [REDACTED] 9 Apr 75
BDA/Records Management Officer Date

APPROVED: *Subject to revision when DSA/NARS issues a new General Records Schedule for records created under FOIA program.*

[REDACTED] STATINTL
CIA Records Management Officer
9 April 1975
Date

STATINTL		RECORDS CONTROL SCHEDULE		CLASSIFICATION Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1 Unclassified		OLD SCHEDULE NO(S) 30-73, Item 1a&b		REVISED SCHEDULE NO. 37-75	
OFFICE, DIVISION, BRANCH DDA/Information Review Staff (*See footnote)				DATE(S) OF OLD SCHEDULE(S) 10 December 1973		DATE OF CONCURRENCE 1 April 75			
TYPE CONCURRENCE OFFICER'S NAME AND TITLE [REDACTED] Chief, Information Review Staff				CONCURRENCE [REDACTED]		STATINTL			
OLD SCHEDULE AND ITEM NO(S).		NEW ITEM NO.		FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		VOLUME (CU. FT.)		DISPOSITION INSTRUCTIONS	
30-73, Item 1a		1		CLASSIFICATION/DECLASSIFICATION POLICY AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification and Declassification of National Security Information and Material, and of the Freedom of Information Act, of internal decisions and actions taken in classifying, downgrading and declassifying Agency originated information. Filed by Subject.		.5		PERMANENT. DISPOSAL NOT AUTHORIZED Retain files in current file area indefinitely. Retire to the Agency Records Center when no longer needed.	
ILLEGIB 30-73,		2		DECLASSIFICATION REQUESTS FROM STATE DEPARTMENT Contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series. Filed by case.		1.5		PERMANENT. Disposal not authorized Retain in current files area until publication action is finalized and retire to the Agency Records Center when no longer needed.	
*FOOTNOTE:		<p>Items 1,2, and 3a and b, were transferred from Chief, Information Systems Analysis Staff (ISAS) on 2 August 1973 with the formation of the new Classifications Programs Branch (CPB). CPB remained a branch of ISAS until 13 January 1975. Through a reorganization, CPB was retitled Information Review Staff, DDA. The Chief, ISAS, [REDACTED] was reassigned as Chief, IRS. [REDACTED], former Chief, Regulations Control Staff (RCS) was reassigned as Chief, ISAS vice [REDACTED]. RCS was merged into ISAS and retitled Regulations Control Branch. The records control schedule for CPB was never approved in anticipation of this reorganization.</p>							
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		Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1			
37-75 <i>new</i>	27	INFORMATION PRIVACY STAFF (U) Privacy Act Program Files <p>The policy, procedures guidelines and statistics for the implementation of the Privacy Act Program within the Agency. Also contains an inventory of Agency records systems subject to the Act and background position papers on the Agency's general exemption. (IPS is the Office of Record.)</p>			Permanent. Cut off at end of each year; hold for two years then transfer to the Agency Records Center. After five years transfer to the Agency Archives. (GRS 14-2)
<i>new</i>	28	FREEDOM OF INFORMATION (FOIA) ADMINISTRATIVE FILE <p>Records relating the the general Agency implementation of the FOIA including notices memoranda, routine correspondence and related records. (Assistant for Information is the Office of Record.)</p>			Temporary. Destroy when two years old or no longer needed for administrative use. (GRS 14-13)
37-75(2)	29	PROGRAMS/REPORTS FILES <p>Record copies of recurring reports and onetime information requirements of the Freedom of Information Act and the Privacy Act, including but not limited to, the Annual Report to the Congress. (IPS is the Office of Record.)</p> <p>a. Annual report at the Directorate or Agency level.</p> <p>b. Other reports.</p>			Permanent. Transfer to the Agency Archives after 2 years. (GRS 14-12a and 16a) Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14-12b and 16b)

OLD SCHEDULE AND ITEM NO(S)	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<i>new</i>	<i>30</i>	<p>FOIA CASE FILES</p> <p>Record copies of FOI case files created in response to requests for information under FOIA and processing of requests. Contains original request, response and supporting papers.</p> <p>(a) Affirmative responses with full text disclosure. (IPS is the Office of Record.)</p> <p>(b) Negative search results, replies of no existing information and replies to those who fail to pay Agency reproduction fees.</p> <p>(c) Responses of denial of all or part of records requested. (IPS is the Office of Record.)</p> <p>(d) FOI Record Copies - Sanitized Version and Justification</p> <p>Record copies of final sanitized version and justifications for denying portions not released. These are created in reply to FOI requests for information. They are filed with the full text records to provide background for appeals, judicial action and future requests for same record. (Custodian is the Office of Record.)</p>	<p>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1</p>		<p>Temporary. Destroy 2 years after date of reply. (GRS 14-9A)</p> <p>Temporary. Destroy 2 years after date of reply if not appealed. Transfer inactive files to the Agency Records Center at the end of each quarter. If request appealed, see item <u>3/</u>. (GRS 14-9a)</p> <p>Temporary. Destroy 5 years after reply if denial is not appealed. If appealed, see item <u>3/</u>.</p> <p>2</p> <p>Record copies assume the disposition authority for the related records. Destroy sanitized version and applicable justification if basic record is subsequently disclosed in its entirety or after superseded by new expanded version and justification. (GRS 14-9b)</p>

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<i>new</i>	31	FOI APPEAL FILES Files created in responding to administrative appeals under the FOIA for release of information denied by the Agency. Consists of the appellant's letter, copy of the reply, and related supporting documents, including copies of denied records.			Temporary. Destroy 4 years after final denial by Agency, or 3 years after final adjudication by courts, whichever is later. (GRS 14-10a)
37-75(36)	32	FOIA AND PA CONTROL FILES Files maintained for control purposes in responding to requests, including registers, logs and card indexes.			Temporary. Destroy registers 5 years after date of last entry and other controls 5 years after final action by courts, whichever is later. (GRS 14-11)
<i>new</i>	33	PRIVACY ACT CASE FILES a. Record copies of PA case files created from the receipt, accounting and processing of requests for information. Files maintained for an accurate accounting of each disclosure of a record to any person or another agency. Included are requests, forms showing subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of individual's consent when applicable. Filed alphabetically. b. Negative Search Replies Replies of no existing information. Request and form letter reply on negative search results have no retention value after reply. (IPS is the Office of Record.)			Temporary. Destroy in accordance with the approved disposition instructions for the related records, or 5 years after the disclosure for which accountability was made, whichever is later. (GRS 14-14) Temporary. Destroy 2 years after reply. Transfer inactive records to the Agency Records Center.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<i>new</i>	34	<p>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1</p> <p>PRIVACY ACT AMENDMENT CASE FILES</p> <p>Individual requests to amend his record and/or requests for a review of the Agency's refusal to amend the record. Includes all actions from the initial request through final appeal. Filed alphabetically.</p> <p>a. Statement of disagreement and Agency justification for refusal to amend a record.</p> <p>b. Other records, exclusive of those filed above.</p>			<p>a. Temporary. Destroy 4 years after final determination by the Agency; or 3 years after final adjudication by the courts; or in accordance with approved disposition instructions for the related individual's records. (GRS 14-15a)</p> <p>b. Temporary. Destroy 4 years after final determination by the Agency or 3 years after final adjudication by the courts, whichever is later. (GRS 14-15b)</p>
37-75(7)	35	<p>FOI AND PA DUPLICATE WORKING CASE FILES</p> <p>Duplicate working case files created by custodians of basic records which duplicate the case files of the FOI and PA programs in the IPS. They are created for convenience of reference during the search and reply processing of requests. (Non-Record.)</p>			<p>Temporary. Destroy when no longer needed.</p>
37-75(3a)	36	<p>DECLASSIFICATION FILES (E.O. 11652)</p> <p>Record copies of requests for declassification under Executive Order 11652 created in response to external requests. Files contain the original request, response and supporting papers. Filed alphabetically.</p>			<p>Temporary. Destroy two years after date of reply.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	APPROVED FOR RELEASE DATE	CLASSIFICATION	DISPOSITION INSTRUCTIONS
		Approved For Release 2001/07/12 : CIA-RDP78-91317A000100200001-1	SECRET	
ILLEGIB	6.	REPORTS		
ILLEGIB	a.	Quarterly Reports to Interagency Classification Review Committee (ICRC)		PERMANENT. Disposal not authorized. Cut off file at end of calendar year, retain one year in current files area, then retire to the Agency Records Center.
		(1) Mandatory Declassification Review Requests Report.		
		✓(2) Classification Abuse Report.		
		✓(3) Unauthorized Disclosures Report.		
		✓(4) National Security Classification Authority Statistics Report.		
		✓(5) Quarterly Summary of ICRC of Declassification Actions.		
		(6) Annual FOIA Report to Congress.		
	b.	Convenience reference file of combined reports listed in 6a above.		TEMPORARY. Destroy when no longer needed. Review biennially.
	7.	WORKING FILES		
		General collections of reference materials and duplicates of documents retained for working reference.	4.0	TEMPORARY. Screen periodically for papers that belong in files with retention value and destroy papers no longer needed for working reference.

8 SEP 1975

MEMORANDUM FOR: Chief, Records Administration Branch

THROUGH : Chief, Information Systems Analysis Staff

SUBJECT : Change in Disposition Instructions of Records
Control Schedule

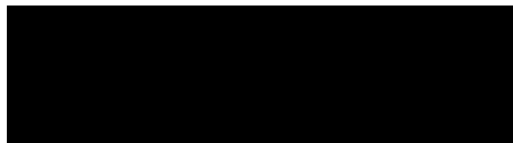
1. You are requested to approve the change described below in the Disposition Instructions of the Records Control Schedule for IRS/DDA (DDA-IRS 37-75).

2. Since this Staff is required to make quarterly reports to the ICRC under Executive Order 11652 and to make annual reports to Congress under the amended Freedom of Information Act, the Chrono Convenience Files are among the most readily available and accurate source of data for these reports. Therefore, they must be retained for at least one year in order to prepare the annual report.

3. When the chrono system was initiated in January 1975, it was possible to retain the entire month's chronos in a single folder. Because of the increase in volume due to the implementation of the FOIA, we are currently accumulating two folders a week, totaling approximately four inches. Our current holdings total 23 inches. It is our intent to retain our chrono holdings for one quarter and then retire them to the Records Center for one year, after which they may be destroyed. Our initial retirement will be for the first six months of 1975 and will total just under 14 inches.

4. Accordingly, you are requested to approve the change in the Disposition Instructions of Item 4 "Chrono Convenience Files" to read:

TEMPORARY. Cut off at end of each quarter, retire to Records Center in quarterly increments. Records Center hold for one year and destroy.



STATINTL

Chief, Information Review Staff

STATINTL CONCUR:



DDA/RMO

DATE: 9 Sep 75

~~APPROVED:~~

~~Chief, LSAS/RAB~~

DATE: ~~_____~~

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION Unclassified	VOLUME	DISPOSITION INSTRUCTIONS
30-73, Item 1a	3	DECLASSIFICATION REQUEST CASE FILES			
	a	Contain requests from members of the public and Federal Agencies for declassification, replies, appeals, and appeal actions.		4.5	PERMANENT. Disposal not authorized. Retire to Records Center when no longer needed.
	b.	Control log of case numbers assigned to individual declassification requests. Serves as an index to specific numbered requests within alphabetical requester case files. Maintained in notebooks.		.5	PERMANENT. Disposal not authorized. Retain in current files area indefinitely. Retire to Records Center when no longer needed for request reference.
	4.	CHRONO CONVENIENCE FILES			
		Extra copies of letters and memoranda originated by IRS (and predecessor CPB) maintained for ready reference and convenience. Record Copies are filed in Declassification Request Case Files.			TEMPORARY. Cut off at end of calendar year, hold in current file area 1 year and destroy.
	5.	BACKGROUND AND REFERENCE FILES			
		Pending or proposed legislation concerning classification and public access to records and related correspondence which will directly affect the working functions of IRS. Final documents are filed in Classification/Declassification Policy and Guidance files.		.5	TEMPORARY. Review for disposition 1 year after final legislation has been passed.
	6.	REPORTS			
	a.	Quarterly Reports to Interagency Classification Review Committee (ICRC)			PERMANENT. Disposal not authorized. Cut off file at end of calendar year, retain one year in current files area, then retire to the Agency Records Center.
		(1) Mandatory Declassification Review Requests Report.			
		(2) Classification Abuse Report.			
		(3) Unauthorized Disclosures Report.			
		(4) National Security Classification Authority Statistics Report.			

(Continued on next page)

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION Unclassified	VOLUME	DISPOSITION INSTRUCTIONS
	6a.	(continued) (5) Quarterly Summary of ICRC of Declassification Actions. (6) Annual FOIA Report to Congress.	Unclassified	4.0	TEMPORARY. Destroy when no longer needed. Review biennially.
	b.	Convenience reference file of combined reports listed in 6a above.			
	7.	WORKING FILES General collections of reference mater- ials and duplicates of documents retained for working reference.			

Hold until
RCS is renewed.
Then send all old
pages to Archives.
